

Assessment of Stressors in the Workplace

Factor	Control	Review for Effectiveness
Demands A need to undertake many different tasks which are hard to combine. Presented with unachievable deadlines. Unable to take sufficient breaks. Working excessive hours to be able to complete daily tasks	Job Description clearly defines the role, expectations, and reporting lines. Appropriate communication mechanisms are in place and are checked to ensure they are operating effectively. Hours worked by individual re monitored and reviewed by the office manager and administration.	
Control Fixed or ridged breaks. Frequency duration and intensity of workload Unable to manage how work is presented and how you are expected to return finished work. No flexibility in working hours.	Staff are provided with training to enable personal development. Job scheduling is in place and monitored for effectiveness. A degree of flexible working is available. Breaks are agreed at 10:00am and 14:00pm daily	
Support Lack of line management involvement Lack of skills	Regular management review meetings are structured.	

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Lack of identification of high demands/workloads. Limited resources to support at peak workflow.	Staff are provided with training to enable personal development. Job scheduling is in place and monitored for effectiveness.	
Relationships Friction and incompatibility in working relationships between teams and or individuals.	Active management support to address issues. Team building activities undertaken to assess and coordinate workplace harmony. Coaching and mentoring to discover relationship issues	
Role Individuals unsure of their job scope. No specific job goals are set. Individuals are unsure if they are performing and meeting a required work standard.	Job Description clearly defines the role, expectations, and reporting lines. Appropriate communication mechanisms are in place and are checked to ensure they are operating effectively. Regular at least bi-annually employees appraised and given feedback on achievements. Staff are provided with training to enable personal development.	

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Factor	Control	Review for Effectiveness
Change Lack of communication on planned changes in the company operating environment. No opportunity for individuals to feedback back on proposed changes. No ongoing communication during the change process	Appropriate communication mechanisms are in place and checked to ensure they are operating effectively. Open door policy where individuals are encouraged to speak to managers on concerns/issues. Active management visibility during the change process.	

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